



City of Riverside, California
Personnel Policy and Procedure Manual

Approved:

Human Resources Director

City Manager

Number: I-8 Effective Date: 12/00

SUBJECT: DRIVER'S LICENSE REQUIREMENTS

PURPOSE:

To define the necessary requirements for City employees who drive City vehicles or personal vehicles as authorized in the course of their employment.

POLICY:

State law requires the possession of an appropriate valid California driver's license for the operation of a motor vehicle or combination of vehicles.

All City employees authorized to drive either personal or City-owned vehicles on official City business are required to possess the appropriate valid California driver's license. It is the responsibility of department heads and supervisors working with the City's Safety Officer to promote accident prevention, and driver's training. The Human Resources Department will ensure that each employee or applicant offered employment possesses the appropriate driver's license for the classification they hold.

Employees in certain classifications who regularly or periodically drive commercial vehicles shall obtain and maintain a valid Class "A" and/or Class "B" motor vehicle driver's license with appropriate endorsements (i.e., hazardous materials). The Human Resources Department and the department heads shall monitor the progress of all employees required to upgrade their license to a Class "A" or "B".

Employees are required to have in their immediate possession a valid Class A, B, or C driver's license at all times while driving a vehicle. Employees who are not in possession of the required license shall not be permitted to drive a vehicle.

It is the responsibility of the employee to notify his or her immediate supervisor within one (1) working day of the suspension, revocation, cancellation, or disqualification of their driver's license.

Disciplinary action, as outlined in Personnel Policy and Procedure Manual Policy III-1, shall apply to an employee who experiences the suspension, revocation or disqualification of a driver's license which is required for the employee's performance of job duties.

City employees in classifications that require them to regularly or periodically operate a commercial vehicle are eligible for the following:

1. The City shall provide or pay for the required physical examinations necessary to secure

appropriate licenses.

2. The City shall provide paid time off for the employee to accomplish the necessary testing and physical examination to obtain the required Class "A" or "B" driver's license and any required endorsements (i.e., hazardous materials). This excludes Fire Department employees.
3. The City shall reimburse those employees required to have a Class "A" or "B" license the difference in cost between the required license and a Class "C" license. Any additional costs incurred due to an expired license shall be borne by the employee.

PROCEDURE:

Responsibility	Action
Employee	<ol style="list-style-type: none"> 1. Obtains and maintains a valid Class "A", "B" or "C" driver's license with any required endorsements (i.e., hazardous materials). 2. Obtains renewal of required driver's license and any needed endorsements prior to actual expiration date. 3. Notifies supervisor within one (1) working day of the suspension, revocation, cancellation, or disqualification of driver's license. 4. Notifies supervisor of any offense involving the unsafe operation of a motor vehicle within thirty (30) days of the date of conviction.
Department Head and/or Supervisor	<ol style="list-style-type: none"> 5. Maintains listing of all employees by classification who have been assigned to regularly or periodically drive a vehicle or combination of vehicles and the type of driver's license required along with any required endorsements, including expiration date and bi-annual physical examination dates. 6. Assigns employee to non-driving duties while investigation is made when an employee's driver's license is suspended, revoked, cancelled or disqualified.

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| | 7. Notifies Human Resources Director and follows Pre-Discipline (Skelly) Process in cases where supervisor determines loss of license prevents regular employee(s) from performing essential duties of job and the employee's job cannot be modified without substantial impact on department operations. Contact the Human Resources Department for employees who have not completed their initial probationary period. |
| | 8. Notifies Human Resources Department to schedule employee(s) for physical examination to comply with the requirements for obtaining and maintaining a valid Class "A" or "B" driver's license. |
| Human Resources Department | 9. Schedules employee(s) for physical examination. Human Resources may delegate this authority to the affected department. |
| | 10. Receives results of Driver's License Physical (DOT). Transmits to DMV and files copy in employee's medical file. |
| | 11. Notifies City Safety Officer of any employee(s) whose driver's license has been suspended, revoked, canceled or disqualified, and does not allow employee to perform the duties of his or her classification requiring the operation of a motor vehicle. |
| | 12. Notifies Department of the results if the employee does not pass the physical examination. |
| Department | 13. Arranges for reimbursement to those employees required to have a Class "A" or "B" license the difference in cost between the required license and a Class "C" license. |
| Employee | 14. Pays any additional costs due to an expired license. |

Human Resources Department

15. Upon appointment of employee(s) to a classification requiring an appropriate license, makes copies of employee's driver's license for the appropriate personnel files.

16. Notifies Safety Officer of any terminations of employees in classifications requiring an appropriate license.

Safety Officer

17. Administers the Employer Pull-Notice Program Agreement with the Department of Motor Vehicles and ensures that the City meets the requirements of the Pull-Notice Program.

18. Notifies the Department of Motor Vehicles to remove employee from the Pull-Notice Program.

Department

19. Informs Safety Officer and Human Resources Department of any changes as to the assignment of staff who are in a classification that requires an appropriate license.